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Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee
Meeting Minutes
(Approved by Committee February 22, 2001)
January 25, 2001

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The Access Idaho Steering Committee monthly meeting was held on Thursday, January 25, 2001 from 1:30 to 2:30 p.m., in the East Conference Room of the J.R. Williams Building, Boise, ID.

CALL TO ORDER, WELCOME

The meeting was called to order by Chairman Bill Farnsworth, who welcomed members and others in attendance.

ATTENDANCE

Members Present:

Mr. Bill Farnsworth, ITRMC
Mr. Chuck Goodenough, Secretary of State
Mr. Mark Little, Division of Purchasing
Mr. John McAllister, Department of Labor
Mr. Scott Somerhalder, Access Idaho
Mr. Rob Spofford, IDWR

Others Present:

Ms. Angela Babcock, State Controller's Office
Mr. Jon Eckerle, Dept. of Administration
Ms. Carol Silvers, State Library
Mr. Jeff Walker, Access Idaho

BACKGROUND

Access Idaho is the official name for the State of Idaho Internet Portal, or "electronic front-door" for citizen access to on-line government services and information. The State of Idaho established a statewide contract for portal services in December, 1999, creating a public-private partnership with **Idaho Information Consortium** (IIC). IIC is an affiliate of the National Information Consortium, (NIC) the nation's leading provider of Internet electronic government services. On May 3, 2000, Idaho officially launched www.accessidaho.org. The portal includes a re-designed State of Idaho Home Page, for easy access to all agency web sites, where a variety of E-Government applications are being developed. The portal is designed to streamline citizen access to Idaho government services and information.   As the state's Portal Provider, IIC will be assisting state agencies in the development of Internet applications, as well as web page design. The Steering Committee has been appointed by ITRMC to oversee the progress of Access Idaho.

MOTION TO APPROVE NOVEMBER 30, 2000 MEETING MINUTES

A motion was moved and seconded to approve the November 30, 2000 Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO

Scott Somerhalder reviewed the Access Idaho **General Manager's (GM) Report**.

- During the month of December 2000, Access Idaho worked on two applications that have since gone live.

  - ➤ The Secretary of State's Uniform Commercial Code (UCC)/lien search went live at the end of December 2000 and is working very well. Our expectations were to complete 2,500 UCC's/lien searches per month, Somerhalder said. This number has already been surpassed, and there are more clients to come. The Secretary of State's Office has closed out the public access system (January 8, 2001), and this application is the sole on-line search for UCC/lien searches. Additional functions, such as faxing and request for certified searches, are being designed. Administrative reporting functions are also under design review. Access Idaho will also be making minor changes to their reporting in order to simplify the managing of funds being received.

  - ➤ The Attorney General's no call list went live January 2, 2001. Telemarketing companies must adhere to/purchase this list by April 1, 2001. So far, over 3,600 citizens have signed up for this service. Phase two of this application will be complete around mid-February 2001.

- Access Idaho's parent company, National Information Consortium (NIC), is going to be releasing a Press Release on these applications within the next month. From the private side, we are trying to establish national awareness of the State of Idaho's e-government progress, Somerhalder said.

- Additional promotions are being planned with the Idaho State Bar. For example, Access Idaho has been invited to train members of the corporate law section (continuing legal education program) on the UCC search application in April.

- The Real Estate Commission's on-line license renewal application is stable and is drawing registrations on a monthly basis. We are trying to encourage more people to utilize this application e.g. building a stronger relationship with the Idaho Realtors' Association.

- Access Idaho is proceeding with the Transportation Department's interactive motor vehicle records search application, and has sent letters to all the current interactive customers indicating that this application will be live on March 1, 2001. The Transportation Department also contacted two of their largest customers informing them of this transition.

- Access Idaho is in the final stages of gathering requirements for Service Level Agreement (SLA) negotiations for the Department of Labor's unemployment insurance application. This application is designed to automate the quarterly unemployment insurance payments. The users of this service will be able to view their account balance with the State. This application will also allow for electronic filing of reports, offer an electronic check payment option (along with other payment options), and generally enhance the ability to file on-line. Access Idaho is also working on internal administrative functions designed to help the Department of Labor staff to manage the new service on-line. Note: There will be a large beta testing timeframe for this application.

- Enhancements to the Access Idaho infrastructure took place this month due to large applications that will be approaching in the coming months. Our development staff is always looking for ways to improve the speed and functionality of our system and the applications that are built, Somerhalder said.

- Access Idaho will hire a new person around April 2001 to help on the Creative Services team.

- The Department of Administration and ITRMC web sites were launched in December 2000. This month, Access Idaho submitted templates for the Governor's new web site to the Governor's staff. They are now deciding which template they want to go live with. This site should go live in late February or early March 2001.

- There will be an estimated 12-16 new web sites built this year for state agencies by Access Idaho.

- For development purposes, Access Idaho recently invested a considerable amount in new hardware. This will be a cost savings for us in the coming years, said Somerhalder.

- Access Idaho is seeing 5 1/2 - 6 million hits to the accessidaho.org site per month.

- During the NECCC (National Electronic Commerce Coordinating Council) meeting in Las Vegas, Nevada, the State of Idaho received national press and was recognized as a leader for its web portal, accessidaho.org. Access Idaho designed a multimedia presentation, which was given at the meeting.

<u>MOTION TO APPROVE IDAHO STATE BAR SLA</u>

Bill Farnsworth and Jeff Walker reviewed the changes to the Idaho State Bar Service Level Agreement (SLA) made by the Bar. Rob Spofford moved and John McAllister seconded a motion to approve the SLA, and the motion passed unanimously.

REVIEW OF GOVERNOR'S SLA

Bill Farnsworth reviewed the Memorandum of Understanding (MOU) regarding the templates for the Governor's Office web site.

DISCUSSION OF DEPARTMENT OF LABOR SLA

Access Idaho is nearing finalization of the Department of Labor's SLA for the unemployment insurance application. There are a couple of items that need to be discussed with the Deputy of the Attorney General. As not to delay approval of the SLA, a special meeting may be in order. Bill Farnsworth will meet with Joanna Guilfoy regarding new technology (e.g. net meeting, email voting) with regard to open meetings. The Committee agreed a brief special meeting would be appropriate. Scott Somerhalder advised he would email the SLA to the Committee members for review prior to such a special meeting, if held.

OTHER DISCUSSION

The Department of Aging launched their new web site (with a new address) on their own domain. John Eckerle and Cheryl Dearborn, Department of Administration, took it upon themselves to ensure this project was completed in a timely manner.

NEW BUSINESS/ADJOURNMENT

As there was no other new business to come before the Committee, Chairman Bill Farnsworth thanked those in attendance and adjourned the meeting at 2:30 p.m. The next Access Idaho Steering Committee meeting is scheduled for Thursday, February 22, 2001 from 1:30 - 3:00 p.m. in the East Conference Room, Joe R. Williams Building.

Respectfully submitted,

Emily Gales, ITRMC Assistant